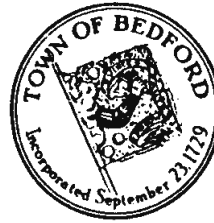


BEDFORD FREE PUBLIC LIBRARY

7 Mudge Way
Bedford, Massachusetts 01730



www.bedfordlibrary.net

Richard Callaghan, Director

Tel: 781.275.9440

Fax: 781.275.3590

Library Assistant 1 (20 hours per week)

Position:

We are looking for an individual with proven leadership abilities to work closely with the Head of Circulation and function as a resource for all Circulation team members in order to ensure excellent library service to our patrons.

This person will assist the Department Head with maintaining efficient circulation desk procedures and training and supervising shelvers.

Schedule:

Must be available to work a flexible schedule that includes one evening a week and weekends in a rotation.

Qualifications:

Experience with automated library systems (Millennium/Sierra) is strongly preferred.

This position requires a commitment to exceptional customer service and attention to detail and accuracy.

The ability to communicate well in English is required, additional language skills are helpful.

The successful candidate will be energetic, courteous and discrete.

Starting salary is \$15.42 per hour, depending on experience, with Town of Bedford benefits.

Please send letter, resume, and completed town application (available online at bedfordma.gov) to the Bedford Free Public Library, 7 Mudge Way, Bedford, MA, 01730. Applications received by October 22, 2014 will be given first consideration.

A written shelving test is required.

Please direct all inquiries to the Assistant Director at Nogara@minlib.net or 781-275-9440.

The Town of Bedford is an Affirmative Action/Equal Opportunity Employer.